

Franconia “Hands Across the District” Volunteer Information 2017-2018

To All Franconia Parents:

Franconia’s Home and School Association (H&S) is made up of parents who give their time, skills and effort to help make the school a better community for our children. Please review the descriptions below to see if there is anything of interest that fits your schedule. Some items have very flexible time commitments, while others can be more involved. We encourage you to get involved in whatever way possible! **Please consider signing up for any and all events that may appeal to you. The chairperson will contact you closer to the event but you can always decline if your schedule or availability has changed.**

If you are interested in volunteering at Franconia Elementary in the 2017-2018 school year, you must fill out the attached Volunteer Sign Up Sheet. Please return the attached form to school by Friday, September 8th. In accordance with Souderton Area School District’s policy, ALL volunteers must be screened through the Raptor System (driver’s license check) at the Franconia School office and complete the SASD Community Volunteer Registration and Disclosure Statement (form available at website below) when arriving at school for first volunteering event.

In addition, to ensure the safety and security of all students, the Board of School Directors adopted Board Policy #916, “Community Volunteers,” in June 2014. There are several safety measures that apply to volunteers. All forms are available at <http://www2.soudertonsd.org/community/volunteers>

1. Act 34 Criminal History Report used to gather criminal history information
2. Act 151 Child Abuse Clearance Statement used to gather child abuse history information
3. PPD skin test for tuberculosis used to determine if an individual has developed immune response to bacterium that causes tuberculosis

Please review the policy for testing and clearance on the Souderton School District website - (<http://www2.soudertonsd.org/community/relations>)

Information on the sign up form will be shared with the appropriate teachers and Home & School committee chairpersons, who will then contact you for volunteer needs.

Field trip chaperone opportunities will be sent home separately by teachers during the school year. Clearances are mandatory for chaperones and time should be allotted to receive clearance confirmations before the field trip.

VOLUNTEER DESCRIPTIONS 2017-2018

One Day Opportunities

Book Fair - Book Fair will be held Wednesday, May 2nd during Franconia’s Open House. Families can buy discounted books while helping our library earn credit towards books. Volunteers are needed to help set up, help with purchases and clean up.

Field Day - Assist students with a fun filled day of activities that promote athletics, teamwork, and sportsmanship on May 10th and 11^h.

Fundraising Opportunities

Box Tops – Volunteers needed to bundle and count Box Tops we receive and send to General Mills. In return, our school receives money which is used to fund Home and School programs.

Pretzel Day – Help is needed for a couple hours on the 1st Friday of select month starting October 6th to bag pretzels and organize them per class for pick up. We also need a volunteer to come in, count the money and confirm the pretzel order during the school day on Thursday, the day before the pretzels are distributed.

Race for Education – Our largest fundraiser of the year is scheduled for Wednesday, October, 25th. Volunteers are needed to help with planning prior to the event, on the day of the event, and with follow up paperwork after the race. Some administrative work can be done from home.

Spirit Wear – Franconia Falcon apparel is sold several times throughout the school year. Volunteers are needed to prepare and organize orders and to sell items at H&S events.

(turn over)

Events

Holiday Family Event – Held on Friday evening, December 1st from 6-8PM. We are planning a visit from Santa, Holiday Gift Shoppe for kids, crafts, and a bake sale. Volunteers are needed to provide home made goods for the bake sale, work at stations during the event, and help with set up/clean up.

Staff Appreciation Week – Week long celebration during the school day to show appreciation for Franconia staff. There is a luncheon on Wednesday, January 17th, and other assorted events like: snacks, breakfast, desserts, special displays and organized projects. Help is needed with preparing lunch items, donating food and non-food items, setup and cleanup.

Bingo Night – This popular and fun event will be held Friday evening, January 26th. Volunteers will be needed in different areas including set up, card checking, and clean up.

Dad's Night – Volunteers needed to help Friday evening, February 23rd, at a special event for children and their dads with set-up, serving, and clean-up.

5th Grade Celebration– Parent volunteers work with 5th grade teachers in planning, organizing and preparing a meaningful, festive and memorable event for the promotion celebration on June 4th.

4th Grade Parents' Service - Parents are needed to assist the night of the 5th grade celebration (June 4^h) with set up/clean up.

Mommy Market & Bake Sale – We will hold a Mommy Market & Bake Sale on October 7, 2017 and March 24, 2018 where vendors sell gently used children's clothing, shoes, books, toys, and equipment. We need people who are interested in being a vendor or helping with the bake sale (baking or taking a one hour shift at the table).

Muffins with Mom - Volunteers will be needed in May to help with table set-up and decorations, serve the muffins and juice as well as to help monitor outside parking and clean up.

On-Going Opportunities

Classroom Volunteers - Needs are determined by each teacher. May include copying, preparing materials for instruction, filing, setting up displays, and working with the children.

Homeroom Parent Volunteers (Class Socials) - Assist the classroom teacher with arrangements for class socials (Fall/Halloween, Winter/Holiday, Valentine's Day, End of Year Socials). Additional role of a homeroom parent may vary.

Lead Homeroom Parent Volunteer - Will contact other parents for volunteer opportunities in the class and act as a liaison with H&S and other class parents.

Library Assistants – Assist librarian in tasks such as cataloging and shelving books, helping students select and check-out books and help in setting up/taking down displays.

Recorder Assistant – Volunteers are needed to come to third grade music classes and help with recorder instruction. Recorder instruction occurs in January through May.

Sundae Bar – Several times per year, students create their own sundaes during lunchtime. On Sundae Bar days, volunteers are needed from 10:45AM to 1:00 PM to help set up, serve and clean up.

On Call Volunteer – Willing to be contacted if any event is in need of additional volunteers. Please note you can always decline if your schedule does not allow.

At Home Opportunities

Hospitality - Volunteers provide baked goods, foods, and refreshments for H&S events including the Holiday Fair, Staff Appreciation Lunch and the Mommy Market Bake Sale. Volunteers may also be needed to set up, attend to a refreshment table, or clean up after an event.

Yearbook Layout – Volunteers design yearbook page layouts similar to digital scrapbooking. Most of the work can be done at home and volunteers will be trained by Lifetouch staff this fall.

Franconia Hands across the District: Volunteer Sign-up (2017-2018)

****** Please Return Form to School by September 8, 2017 (one form per family) ******

Parent #1 information

Last Name	First Name	Cell#
Email Address		Home#

Parent #2 information (if also volunteering)

Last Name	First Name	Cell#
Email Address		Home#

Child #1 Name: _____ Teacher: _____ Grade/Room: _____

Child #2 Name: _____ Teacher: _____ Grade/Room: _____

Child #3 Name: _____ Teacher: _____ Grade/Room: _____

There are three safety measures that apply to volunteers. Check correct response for each measure.

Parent1 | Parent2

TB Testing:			I have been tested and results were negative.
			I need to be tested. Please contact me with date, time & location of testing
Act 34 Criminal History Report:			Completed and filed with Franconia School office
			In-progress and will file with office when complete
			I need to apply for clearance
Act 151 Child Abuse Clearance Statement:			Completed and filed with Franconia School office
			In-progress and will file with office when complete
			I need to apply for clearance

Volunteer Opportunities

Volunteer Activities are shown in categories. Please reference attached sheet for descriptions. To express interest in volunteering, check space before the activity. If this form is filled out for two parents, denote which parent is interested in each activity. When asked, place name of teacher(s) for which you would like to volunteer. Teachers and H&S chairpersons will contact you about volunteer opportunities.

One Day Opportunities

- Field Day
- Book Fair

Fundraising Opportunities

- Spirit Wear
- Box Tops
- Pretzel Day
- Race for Education

Events

- Dad's Night
- Holiday Family Night
- Mommy Market & Bake Sale
- Bingo Night
- 5th Grade Celebration
- 4th Grade Parents ^^ assistance
- Muffins with Mom

Ongoing Opportunities

- Classroom Volunteer/Class Socials (please circle one or both)
Teacher(s) 1) _____ 2) _____
3) _____
- Lead Homeroom Parent – organizes Class Socials
Teacher(s) 1) _____ 2) _____
3) _____
- Library Assistant
- Recorder Assistant
- Sundae Bar
- On Call Volunteer

At Home Opportunities

- Hospitality (Staff Appreciation & Bake Sale)
- Yearbook Layout